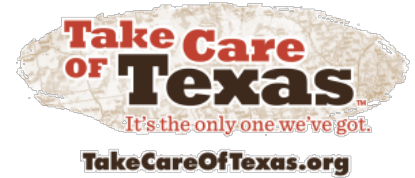


## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
Physical Address - 12100 Park 35 Circle, Bldg. A  
Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Inventory & Store Spec II  
**Functional Title:**  
**Job Posting:** 16024  
Monthly Salary: \$2320.00  
Salary Group: A12  
Posting Date: 09/28/2015  
Close Date: 10/12/2015  
Section/Division: Ambient Monitoring Section/ Monitoring Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 0849

### **Job Description:**

Participates in inventory and asset management operations for the Monitoring Division of the Texas Commission on Environmental Quality (TCEQ). Maintains, stocks, and issues materials, equipment, and supplies from the warehouse inventory; initiates purchase requests, obtains quotes, and assists with preparing specifications; reviews received items for completeness and compliance with specifications; and rejects items that do not meet specifications. Packages, ships, and receives materials, supplies, equipment, and compressed gas cylinders in response to customer requests; and generates and reviews shipping reports for accuracy. Ensures duties are carried out in accordance with applicable regulations, security requirements, loss prevention controls, and established TCEQ policies and procedures. Requests and assigns asset numbers; conducts quarterly physical inventory of parts, supplies, and equipment; coordinates disposal of surplus property. Loads and unloads stock and equipment from delivery vehicles using a forklift; transports materials from off-site storage to central office to maintain inventory. Assists with monitoring the annual compressed gas contract; assists with invoice reviews and processing; assists in maintaining stock to assure adequate supply of compressed gases for distribution to section staff and/or site operators; and monitors legal and regulatory requirements for shipping and handling of hazardous materials. Assists with the maintenance, reservation, and checkout of vehicles used by agency staff; and assists in tracking mileage and entering fleet data into the fleet database and credit card systems.

**Military Occupational Specialty (MOS) Codes:** 68J, 89A, 88H, 89B, 92Y, 920B, 92A, LS, SK, 33, 34, 0431, 0491, 3000, 3051, 3052, 3112, 3010, and 2SOX1

### **Minimum Qualifications:**

Two years of full-time experience in supply, inventory, or warehouse work.

### **Preferred Requirements:**

Experience stocking and issuing materials, equipment, and/or supplies from inventory.  
Experience researching items for purchase and preparing purchase requests.  
Experience inspecting purchases and preparing receiving reports.

### **Special Requirements:**

Moving up to 25 pounds of equipment and supplies.  
Traveling up to 5% of the time.  
The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

### **Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer